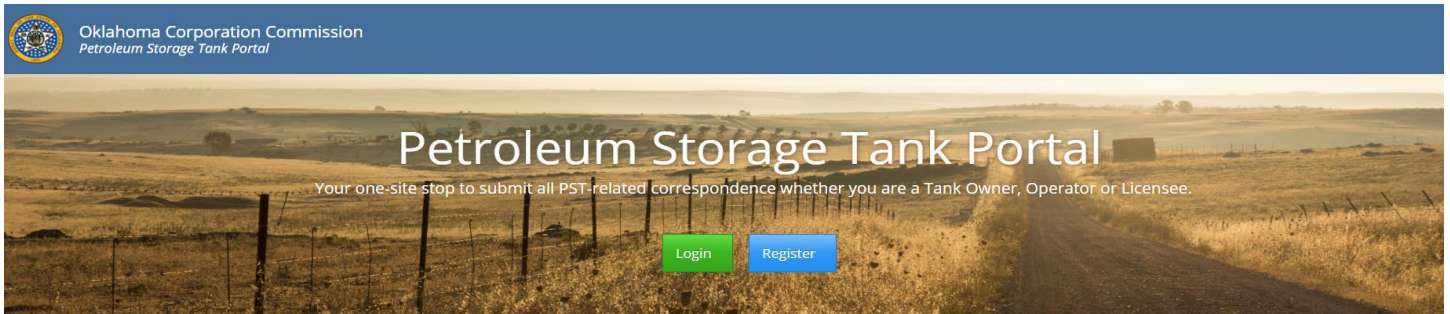


## PST Licensee Portal

### Access and Guidance Document

This document will guide you through the steps of accessing and navigating the Licensee section of the PST Portal.



Oklahoma Corporation Commission

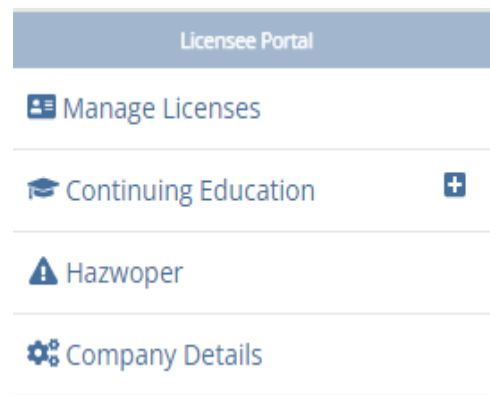
(405) 521-2211 | Jim Thorpe Building, 2101 N. Lincoln, Oklahoma City, OK 73105 | Hours of Operation | Monday - Friday | 8:00am - 4:30pm

If you have an existing account, you can login to the portal and go to the User Profile section (the silhouette in the top righthand corner of the screen) to Request Access to the Licensee Portal section. If you are a new user, you will need to first register for a portal account.

### Request Access


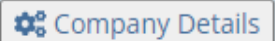
 Public Imaging Portal	 Access Granted
 Operator Training Portal	<a href="#">Request Access</a> 
 Corrective Action Portal	<a href="#">Request Access</a> 
 Environmental Company	<a href="#">Request Access</a> 
 Facility Portal	 Access Granted  Access Granted
 Licensee Portal	<a href="#">Request Access</a> 

Once you select 'Request Access' you will complete all requested fields. Once all fields are complete you should receive the message below. You will need to logout of the portal and login again to see the Licensee section available on your sidebar menu.



## New Licensee Applicants:


If you are a new Licensee applicant, you will go to 'Manage Licenses' and select the 'Company Details' button to select or create your Company.

 Please select or create Company Details before proceeding to Manage Licenses. 

This screen will allow you to select from a list of Companies currently listed in our records. You will select your company from the drop down and then select the blue 'Select Company' button.

**Company Details:**

**Companies:**

Past Presidents 

**Sub-contractor?**  (licensee working indirectly for this company.)



**Select Company**

If your company is not listed, please **Add Company**


Once you select your company, you will receive a prompt to proceed and then a message stating 'Company Saved'. This company should then appear in the 'Company Details' section.

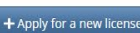
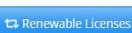
If your company is not available in the drop down list, you will need to select 'Add Company', complete all fields and then select the blue 'Add' button at the bottom of the screen. You should then receive a message stating 'Company Saved' and 'Continue'. This will add the company to the dropdown list and you can then proceed with selecting your company.

If you are a new user wanting to apply for a new License, you will go to 'Manage Licenses' and then select 'Apply for a new license'.


**Manage Licenses**  







You have no active licenses.



You will then select the license you wish to apply for.

**+ Apply for a new license** 

License Name	Application Fee	License Fee
 ENVIRONMENTAL CONSULTANT	\$50.00	\$100.00
 AST LICENSEE	\$50.00	\$100.00
 UST REMOVER	\$50.00	\$100.00
 VAPOR MONITORING WELL TECH	\$50.00	\$100.00
 UST INSTALLER	\$50.00	\$100.00
 GW-MONITORING WELL TECH	\$50.00	\$100.00

**Close**

You will then go through the online application process by completing all fields and adding all required attachments. Once all sections are complete, all required attachments and signatures included, you can submit the application. You will then receive a secure message with an application invoice. The application invoice must be paid prior to the application review by PST. Details concerning the application can found on the online application.

### **Current Licensees:**

If you are a current PST Licensee, you can go to 'Manage Licenses' to view your current active licenses.

Active Licenses		
License Name	License Date	Expiration Date
ENVIRONMENTAL CONSULTANT <span>Active</span>	1/1/2021 12:00:00 AM	12/31/2021 11:59:59 PM
UST REMOVER <span>Active</span>	1/1/2021 12:00:00 AM	12/31/2021 11:59:59 PM
VAPOR MONITORING WELL TECH <span>Active</span>	1/1/2021 12:00:00 AM	12/31/2021 11:59:59 PM

If you have continuing education courses to upload for renewal, you will go to 'Continuing Education', select the plus button and then 'My Classes'.

#### Add an existing class to your curriculum

Select from an existing approved class and submit certification showing that you have successfully completed the class. You will be notified once the class has been verified and it will appear under "My Classes - Verified" Section.

#### Submit a new class for approval

If you've completed a class that has not yet been approved, you may submit the new class for PST approval. You will receive a message once the class has been approved. Once approved the class will be available for you to add to your curriculum.

#### Submit a new class Provider for approval

A new provider must be submitted and approved before submitting a class that is offered by the new provider.

Add a completed class for verification

Submit a new class for approval

Submit a new class provider for approval

There are three separate categories for CEU courses:

**Add an existing class to your curriculum** – this option is to submit a class or CEU course you have taken that needs to be credited to your license renewal. You will select the course title that matches your CEU certificate, the license period, the class date, and attach a copy of your certificate.

Add Continuing Education Class ×

**Class**

016-Assessing Environmental Contamination I ▼

**License Period**

1/1/2021 - 12/31/2021 ▼

**Class Date**

**Credit hours:**

**Class Certificate**

No file chosen

Please ensure files are neither encrypted nor password protected.

**Submit a new class for approval** – this option is for a new class you have completed that has not been approved by PST and is not available in the list of existing classes. You can enter the details requested and submit for approval. Once approved, you can select from the list of existing classes.

Submit New Education Class (Pending Approval) ✕

**License**

ENVIRONMENTAL CONSULTANT ▼

**Class Name**

Class Name

**Credit Hours**

Credit Hours (\*Approved hours may vary.)

**Description**

Description

**Provider**

360 Training ▼

**Class Brochure**

No file chosen

Please ensure files are neither encrypted nor password protected.

**Submit a new class Provider for approval** – this option is used to submit a request for a new provider that does not currently have courses approved by PST.

Submit a New Class Provider (Pending Approval) ➤

**Provider Name**

Provider Name

**Department**

Department

**Contact**

Contact

**Address1**

Address1

**Address2**

Address2

**City**      **State**      **Zip Code**      **Zip4**

City      Other ▼      Zip Code      Zip4

Once existing classes, new classes, or new providers are submitted for approval, PST will review and process. Classes submitted via the portal will appear in the 'Pending Verification' section or approved classes will appear in the 'Verified' section.

**Pending:**

My Classes - Pending Verification					
CEU class	Date	Credit Hours	Score	Status	
No data available in table					

**Verified/Approved:**

My Classes - Verified					
CEU class	Date	Credit Hours	Score	Status	
2019 OGWA Utilizing OWRB's Interactive Data and Maps	10/25/2019	0.50	N/A	Approved	
Risk Assessment, RBCA & Indoor Vapor Intrusion	10/25/2019	16.00	N/A	Approved	
2018 One Step at a Time ...Managing Large Scale Projects Breakout B	10/25/2019	1.00	N/A	Approved	

Current Licensees can also submit the hazwoper certificates via the portal. Please select 'Hazwoper' from the sidebar menu and proceed with uploading the files. You can view the status of the hazwoper submission.

✔ 2021 Hazwoper refresher approved on (6/9/2021)

**Hazwoper 8-hour refresher required:**

Choose File No file chosen Upload

Please ensure files are neither encrypted nor password protected.

✔ 40 hour Hazwoper approved on (12/10/2020)

**40 hour hazwoper required:**

Choose File No file chosen Upload

Please ensure files are neither encrypted nor password protected.

8hr Hazwoper Refresher(s)			
8hr Hazwoper Refresher Certificate	Verified Year	Status	
8 hour hazwoper refresher certificate_20210531_171706.pdf	2021	Approved	
8 hour hazwoper refresher certificate_20201209_120838.pdf	2020	Approved	

40hr Hazwoper			
40hr Hazwoper Certificate	Verified Year	Status	
40 hour Hazwoper certificate_20201209_122723.pdf	2020	Approved	

Once classes are approved all requirements are met for license renewal including CEU's, Hazwoper, and payment, your new license will be mailed to you.

**Additional Information and Portal Tips:**

- All attachments must be in PDF format.
- Encrypted or password protected PDF's cannot be viewed by PST. Please ensure your PDF is unlocked prior to submitting to PST. This can be done by selecting File/Properties/Security/Security Method on PDF.
- For CEUs submissions, please ensure the class selected matches the course on the certificate that you are submitting. If they do not match, we cannot process. If you do not find the class in the drop down, you will need to submit a new class for approval option.

**Please contact PSTD at (405) 521-4683 if you have additional licensing questions or need assistance.**